

JOB DESCRIPTION

Department: Rental Housing Inspection
Position: Financial and Code Assistant
Reports to: Director of Rental Housing Inspection
Category: Full-Time/Nonexempt; 37.5 hours/week
Date: January 2017

Salary: \$1,376.23 biweekly (expected starting salary)
Biweekly min. \$1274.15- max. \$1457.70

Definition:

Incumbent serves as Financial and Code Assistant with the primary responsibility of enforcing the Rental Certification Program. The incumbent will be called on to do a variety of different functions depending on the program situation and will exercise independent judgment frequently. These situations call for ongoing flexibility and a re-prioritization of tasks.

ESSENTIAL JOB FUNCTIONS AND DUTIES

1. Research rental properties within West Lafayette city limits and maintain all necessary electronic and paper files in order to comply with all chapters of City code pertaining to the Rental Certification Program.
2. Prepare various notification letters, enclosures, fee invoices, and attachments; provide follow-up with property owners and management companies until a property is certified. This will be accomplished via any combination of various letters, emails, phone calls, or in-person interaction. Proper documentation of any and all interaction is necessary.
3. Receipt in all fees collected for the Rental Certification Program within the City's accounting system and in conjunction with the Finance Department.
4. Create purchase orders and process invoices within the City's accounting software and in conjunction with the Finance Department. Produce financial or other reports for the department as needed.
5. Ability to prepare department payroll on a bi-weekly basis.
6. Professionally answer incoming phone calls and route to the appropriate person or department.
7. Opens mail and disburses to the appropriate person and/or department.
8. Performs all other related duties as required.

MINIMUM QUALIFICATIONS

1. Proficient in computer software programs such as *Microsoft Office (Word, Excel, Outlook, PowerPoint)*, as well as, having the ability to function within various database and accounting programs.
2. Able to effectively and professionally communicate via phone, email, written letter, and in-person with the general public, other departments within the City, and department co-workers.
3. Demonstrated organizational skills along with the ability to prioritize and effectively work on multiple tasks simultaneously.
4. Background, education, and/or experience in accounting and bookkeeping.

DESIRED QUALIFICATIONS

1. Knowledge of Building Code Enforcement.
2. Knowledge of governmental procurement and public meeting procedures.

WORKING ENVIRONMENT

1. Majority of incumbent's job is done in an office environment while the remaining time may be spent traveling to and from other City facilities to pick-up and/or deliver various documents, payments, office supplies, participate in meetings, etc.
2. Majority of the incumbent's time is spent sitting at a desk in an office area where it is required to climb a flight of stairs. Incumbent is called to crouch and kneel in order to get files and other necessary paperwork. Small amounts of light lifting (10 lbs.) is also required.
3. Professional and/or casual dress for general office work.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Financial and Coded Assistant describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained in this description and any subsequent revisions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement. Nothing in this job description restricts the City of West Lafayette's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.